

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MARCH 27, 2018**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:00 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Grossberg, Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Absent: Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Curtis, IT Manager Johnson; Director Romes; Assistant Director Smith; Assistant Director Carr; Director Voss; Manager Grill

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON AGENDA - None

CONSENT AGENDA

Minutes of March 6, 2018 Regular Board Meeting; Minutes of March 13, 2018 Workshop Meeting; 2018 Hidden Creek AquaPark Pool Shell Painting Bid; 2018 Kennedy Park Play Area Renovation Project Bid; 2018 Safety Surface Project Bid; 2018 Park Avenue Dredging Bid; 2018 Routine Grounds Maintenance Services Bid; 2018 Landscape Maintenance Services Bid; Resolution 18-03 – Emergency Repairs to the Boiler System; Bills and Payroll in the amount of \$1,325,477.80.

Motion was made by Commissioner Grossberg; seconded by Vice President Ruttenberg to approve the Consent Agenda.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf

Abstain: None

Motion Carried.

UNFINISHED BUSINESS - None

TREASURER'S REPORT

Director Curtis reported that the auditors were at the Park District the week of March 12. Lauderbach and Amen will present their report at the Finance Committee Meeting which is scheduled for May 9 at 8:00 a.m. There will be a final presentation of the 2017 report at the Board Meeting on May 22.

NEW BUSINESS

A. Kennedy Park Play Area Renovation Project Bid

Assistant Director Smith shared that work on the Kennedy Park Play Area is projected to begin mid-April and be completed by Memorial Day weekend. The Park District of Highland Park received six fully responsive bids on Friday, March 16, 2018 for the purchase of materials and services to install the Play Area, Site Amenities, Pathway, Seating Area, Landscaping, and Restoration at Kennedy Park. There will be a rubberized safety surface which we be two different colors; separating the elementary and tot areas.

Staff recommends the Park Board accept the Total Base Bid from D & J Landscape, 22803 West Renwick Road, Plainfield, IL in the total amount of \$99,594. D & J Landscape has experience with similar work at multiple agencies including the Crystal Lake Park District, Western Springs Park District, Lockport Township Park District and City of Lemont. These agencies have each provided positive a reference on behalf of the company. This work is budgeted within the 2018 Capital Projects Program.

Commissioner Bernstein asked if there had been any community feedback in recent months. Assistant Director Smith stated that there had not been any further feedback. Commissioner Bernstein explained his full support for the project by stating that the Lutz Center has its own playground and that there is a real need for this play area for the rest of the community.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to approve the 2018 Kennedy Park Play Area Renovation Project Bid.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President
Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf
Abstain: None

Motion Carried.

B. Resolution 18-03 – Emergency Repairs to the Boiler System

Assistant Director Carr reported that on December 5th, 2017 the Recreation Center of Highland Park (RCHP) and Highland Park Country Club (HPCC) Boiler Systems were inspected by the Illinois State Fire Marshal. At that time, it was noted that there was leaking in the piping behind the boiler and that the expansion tank and hot water tanks were also leaking. On January 25th, 2018 notification was received that repairs needed to be immediately addressed.

Staff is requesting approval from the Board of Commissioners to waive the competitive bidding for procurement of an emergency repair. The request is considered an emergency because of the specialized nature of the work and time required to complete the work so that a Certificate of Inspection can be issued for the boiler system of the Recreation Center of Highland Park and the Highland Park Country Club.

Commissioner Bernstein asked the members of the Corporation Council who were at the meeting if the Park District had followed proper procedure to waive the bidding process. It was determined that the District had followed procedure and could proceed. Commissioner Bernstein stated that because the Park District may be terminating its lease at the Highland Park Country Club effective the end of the year, he wanted to be sure this was a necessary repair. He said that Staff assured him this repair was necessary and that the Recreation Center's use of the hot water tank is 80% and the Highland Park Country Club uses 20% of the tank's hot water. Commissioner Bernstein agreed on the condition that the City be responsible for the cost of 20% of the repair.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to approve Resolution 18-03 – Emergency Repair to the Boiler System conditioned upon the payment of the repairs split 80% to the Park District of Highland Park and 20% to the City.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President
Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf
Abstain: None

Motion Carried.

C. Parks Foundation

Commissioner Grossberg reported on the recent activities of the Parks Foundation. Restaurant week was a success with 50 people attending the Shrimp Boil at Bluegrass with Jim Lederer of Blue grass donating a share of the proceeds. The week's net was \$2,420.00. Commissioner Grossberg stated that another fundraiser for SMILE will be occurring over the

July 4th weekend; the annual 5K Fun Run. He also shared that the Foundation has hired a pro bono local marketing group to increase awareness of the Foundation as well as help with the creation of a web page and assist with social media. Commissioner Grossberg stated that in late June some members of the Parks Foundation, along with Executive Director McElroy, will be meeting with some local Foundations to share information about their foundations.

D. Director's Report

Executive Director McElroy reported on the Grand Opening and ribbon cutting of the POGO Building. She thanked the Commissioners for working to make this happen and explained that the new building will be a positive environment for the people who work year-round and will better serve the community. Executive Director McElroy announced that Rosewood Beach recently received a national award from the American Institute of Architects. There will be a press release on this soon.

Executive Director McElroy announced that NSSRA and the Northbrook Park District continue to explore the construction of a joint facility. Craig Culp, Executive Director for NSSRA, will be attending an upcoming meeting with updates on the new venture, as well as an overview of all the services NSSRA provides for the Park District of Highland Park. Executive Director McElroy shared some upcoming events at the Park District which include: "Eggstravaganza" at Sunset Woods Park, the opening of the Learning Center/Driving Range, April 6, Golf Clinics at the end of April, Earth Day at the Heller Nature Center April 21 from 10:00 a.m.-Noon, Tennis Camps at Deer Creek Racquet Club during Spring Break, gyms will be open at the Recreation Center of Highland Park during Spring Break and "A Race the Rec Triathlon at the Recreation Center of Highland Park on April 22 for ages 13 and older. Check the website for more details.

E. Board Comments - None

OPEN TO PUBLIC TO ADDRESS BOARD

A couple from the Legacy Club asked about the Rosewood Beach erosion.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of

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said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg,
President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf

Abstain: None

Meeting was adjourned into closed session at 6:36 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein and seconded by President Kaplan and approved by unanimous vote. The Board Meeting adjourned at 10:21 p.m.

Respectfully submitted,

Liza McElroy, Secretary